



**DEPARTMENT OF PARK AND RECREATION
WEDDING APPLICATION**

Date of Application: _____ **Wedding date:** _____

Bride's name: _____ **Groom's name:** _____

Mailing Address: _____ **Zip Code** _____

E-mail Address: _____

Phone: Cell: _____ **Home:** _____

Date(s) of Event: _____

Circle one: **Wedding** **or** **Wedding/Reception**

Set up time: _____ **Event time:** _____ **Breakdown:** _____

Location of Event: _____

Contact person making reservations (if different from bride &/or groom)

E-mail Address: _____

Phone: Business: _____ **Home:** _____

Cell: _____ **Fax:** _____

Timeline of event(s): *(explain in full detail – including facilities to be used. Attach separate sheets if necessary)* _____

Will Street Closures be necessary?

(If yes, describe) _____

Estimated Attendance (Circle one): 1-50 51-100 101-200 201-300 301-500 501-1000 1000+

If over 1000, please specify: _____

If you are planning to bring in rentals (tables, chairs, tents, etc.), please provide a site map of the location being reserved and set-up.

<u>Permit/License</u>	<u>Issuing Office</u>	<u>Phone</u>
Tents (number and size)	Office of Central Inspection (7 th Floor)	268-4461
Banners/signs	Office of Central Inspection (7 th Floor)	268-4461
❖ Transient Merchants License	Office of Central Inspection (7 th Floor)	268-4461 (vendors)
Fireworks	License Office (12 th Floor)	268-4553
Parade	License Office (12 th Floor)	268-4553
Street Closures/Race Routes	Wichita Police Department-Traffic	268-4144
❖ Food Vendors	Environmental Health (Food Handler's Card)	268-8330

RULES & REGULATIONS

1. A damage deposit is required in addition to the event fee. If the reserved area is found "as good or better" following the event, the deposit will be refunded within 4-6 weeks. Damage to any park property will result in the loss of the deposit. The event sponsor will also be responsible for any damage expenses over the deposit amount.
2. The reserved park or facility may not be used for any purposes other than the purpose that is described on the special event application and/or rental agreement.
3. Following the event, the area must be cleaned up so that its condition is "as good or better" than it was prior to the event. This includes removing all trash, debris and placing it in appropriate containers.
4. The Department of Park & Recreation is not responsible for lost or stolen items.
5. Beer and alcoholic beverages are NOT allowed on park. City Ordinance does NOT allow smoking inside any park facility.
6. No motorized vehicles of any kind are to be driven on or across the park grounds. Vehicles are allowed only in designated parking lots or on streets near the event site. Vehicles are prohibited on sidewalks, bikeways and grass surfaces. BBQ's can be brought onto the park grounds but cannot be driven up on park property.
7. The parties agree to hold the City of Wichita harmless from & against any claims, demands, liabilities & costs arising from damage or injury, actual or claimed, to property or persons occurring as a result of this event.
8. Park Maintenance will clean up the requested park prior to the event; however, we cannot guarantee that during the amount of time that passes until your event it will remain cleaned. Please ensure extra time prior to your event to clean up the event location.
9. Vagrants reside in our parks at times. If there becomes an issue, please contact Wichita Police Department.
10. Lighted candles and incense are NOT allowed in or on park grounds or facilities.
11. The event sponsor is responsible for all actions, activities or any damage occurred during the rental period.

I AGREE TO ABIDE BY THE RULES AND REGULATIONS LISTED ABOVE. I FURTHER AGREE TO BE RESPONSIBLE FOR THE ACTIONS OF ALL PERSONS IMPLEMENTING OR PARTICIPATING IN THE SPECIAL EVENT.

Signature _____

PLEASE RETURN APPLICATION TO:

swilliams@wichita.gov or Fax: (316) 219-6369

cshirley@wichita.gov or Fax: (316) 219-6364

For further information please call:

Sonja @ 337-9225 or Colleen @ 268-4222